

OWNER OPERATOR NEW ACCOUNT/RENEWAL CHECKLIST

_____ COMPLETE ADDRESS OR ROAD LOCATION OF THE PHYSICAL STRUCTURE

_____ A PUBLICLY LISTED TENNESSEE PHONE NUMBER IN THE NAME OF THE FLEET REGISTRANT AT THE ADDRESS PROVIDED ON THE APPLICATION OR A CELL PHONE NUMBER AND ONE OF THE FOLLOWING DOCUMENTS **WITH THE SAME ADDRESS PROVIDED ON THE APPLICATION:**

- ❖ PROPERTY TAX STATEMENT
- ❖ VOTER'S REGISTRATION CARD
- ❖ A COPY OF A TENNESSEE VEHICLE REGISTRATION IN THE REGISTRANT'S NAME
- ❖ A PROPERTY LEASE AGREEMENT IN THE REGISTRANT'S NAME
- ❖ A PIECE OF MAIL WITH A U.S. POST MARK IN THE REGISTRANT'S NAME (JUNK MAIL OR MAIL FROM THE DEPARTMENT OF SAFETY IS NOT ACCEPTABLE.)
- ❖ D.O.T. MEDICAL CARD IN THE REGISTRANT'S NAME
- ❖ MORTGAGE PAYMENT STUB
- ❖ HOMEOWNER'S INSURANCE STATEMENT

_____ A VALID TENNESSEE DRIVER'S LICENSE WITH THE SAME ADDRESS PROVIDED ON THE APPLICATION.

_____ A MCS-150 COMPLETED IN THE NAME OF THE REGISTRANT. IF THE INFORMATION HAS BEEN UPDATED WITHIN THE PAST 12 MONTHS A COPY IS NOT REQUIRED.

_____ A COPY OF LEASE AGREEMENT.

_____ A MCS-150 COMPLETED BY THE LEASING COMPANY. IF THE INFORMATION HAS BEEN UPDATED WITHIN THE PAST 12 MONTHS A COPY IS NOT REQUIRED.

_____ A COPY OF THE HEAVY VEHICLE USE TAX (FORM 2290) STAMPED "RECEIVED" BY THE IRS.

- ❖ IF LESS THAN 21 VEHICLES REPORTED PROVIDE DETAILED LIST OF VEHICLE IDENTIFICATION NUMBERS (VINS).
- ❖ IF OVER 21 VEHICLES REPORTED A DETAILED LIST IS NOT REQUIRED

_____ OWNERS AUTHORIZATION TO LESSEE

- ❖ IF OWNER OF THE VEHICLE IS DIFFERENT FROM THE REGISTRANT

_____ TENNESSEE TITLE NUMBER, COPY OF TENNESSEE TITLE OR A VALID TENNESSEE TITLE APPLICATION FROM THE CLERK'S OFFICE .